



**We respect your privacy**

Narre Community Learning Centre is committed to ensuring the privacy of everyone we deal with and welcome the provisions of the Privacy Act. We have policy and systems in place to ensure compliance with the requirements of the Act.

**Types of Information**

**Personal information** identifies an individual and may include your name, address, phone number, date of birth, or your employer's name, address and phone number.

**Sensitive information** does not identify an individual and includes religion, ethnicity, political affiliations, union membership, physical or mental capacity, beliefs, sexual orientation and health information.

**Why do we need information?**

We collect only information which is necessary to supply you with the courses and services required and use this information only for the purposes stated when we ask you for it. The information is usually provided by you on the enrolment form, by email, letter, fax or over the phone.

For example, information collected in relation to:

- *Children and parents/guardians - to enable us to provide for the education, care and security of the child attending the centre.*
- *Students - to enable us to provide for the education and care of students attending the centre.*
- *Board of Management – to facilitate appropriate governance of the centre.*
- *Job applicants, employees, contractors, volunteers and students - to assess the applicant, employee, contractor, volunteer or student. To administer the employment, contract or placement.*

**Can you interact with us without giving us information?**

There is limited capacity to interact anonymously with us. If you request certain information or services, we **must** collect certain types of information from you. For a general inquiry, the information collected will be minimal. Sometimes, you cannot deal with us anonymously such as when you book and pay for one of our courses, or book to use one of our services. If you have any concerns, please ask a staff member.

**Who might see your information?**

We do not sell, rent, lease or give any information about you to any third party, including email listing agencies or marketing companies. We may share information with other parts of our organisation in order to efficiently provide the course or service you have requested.

We may also use the information for other purposes that could reasonably be expected, or to which you have consented.

**Access to the information held about you?**

You have the right to access information relating to you to ensure that it is correct. and seek corrective action if it is incorrect or you consider us to be in breach of our policy or the Privacy Act.



**Need more information?**

For more detailed information about the Privacy Act, you can contact the office of the Privacy Commissioner or visit the privacy web site at: <http://www.privacy.gov.au>

You may request a copy of our full privacy policy, or access it directly via our internet site at: <http://www.narreclc.net.au>

**How can you contact us?**

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## 2. Document History

Title:	Privacy Statement	Policy No:	S00-08
Written/Amended By:	Policy Working Group	Version:	1.0
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